

ASSISTANT CHIEF FIRE APPARATUS TECHNICIAN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory and technically skilled position, the primary duties of which are assisting the Chief Fire Apparatus Technician in planning and supervising the repair of fire department apparatus and fire fighting equipment. The employee of this class has the responsibility for supervising subordinate personnel, maintaining an adequate supply of parts and equipment, preparing records to document department activity, and directing division operations in the absence of Chief Fire Apparatus Technician. Employee is subject to twenty-four hour, seven day a week call. Duties of this class are performed with a high degree of independence, with work reviewed by the Chief Fire Apparatus Technician. This class ranks immediately below that of Chief Fire Apparatus Technician.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Chief Fire Apparatus Technician in planning, directing, and supervising activities of the division. Directs the operations in the absence of the Chief Fire Apparatus Technician. Observes operations of the division, evaluates operations, and takes steps to correct any problems observed. Assists in the investigation of all accidents involving department automotive equipment; determines cause; and formulates procedure to avoid future accidents.

Performs testing, inspecting, repairing and maintenance on fire fighting apparatus, vehicles, fire fighting equipment, and small power tools. Diagnoses mechanical problems from information supplied by firefighters and determines what repairs are needed.

Assists in receiving all major firefighting equipment to test, inspect, and insure that equipment meets specifications.

Supervises the preparation and maintenance of records and reports of the shop by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Personally completes all forms and records required.

Supervises subordinate department employees. Assigns work and work schedules to subordinates. Provides assistance to subordinates in technical areas of work. Provides informal "on-

the-job" training for new employees.

Assists in the maintaining of an inventory of supplies and equipment and the reordering of all supplies and equipment needed by the division.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Before promotion must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must possess a valid driver's license.

At the time of application for examination, must be an incumbent in the class of Fire Apparatus Technician. Must be a regular and permanent employee in the class of Fire Apparatus Technician immediately preceding application to board.

Must be certified as a State of Louisiana vehicle safety inspector.

BR	06-18-79
Rev	05-22-90
	11-19-92
	11-18-04
	09-21-06
	10-18-07
	04-17-08